



AN AASIS SUPPORT CENTER TRAINING GUIDE

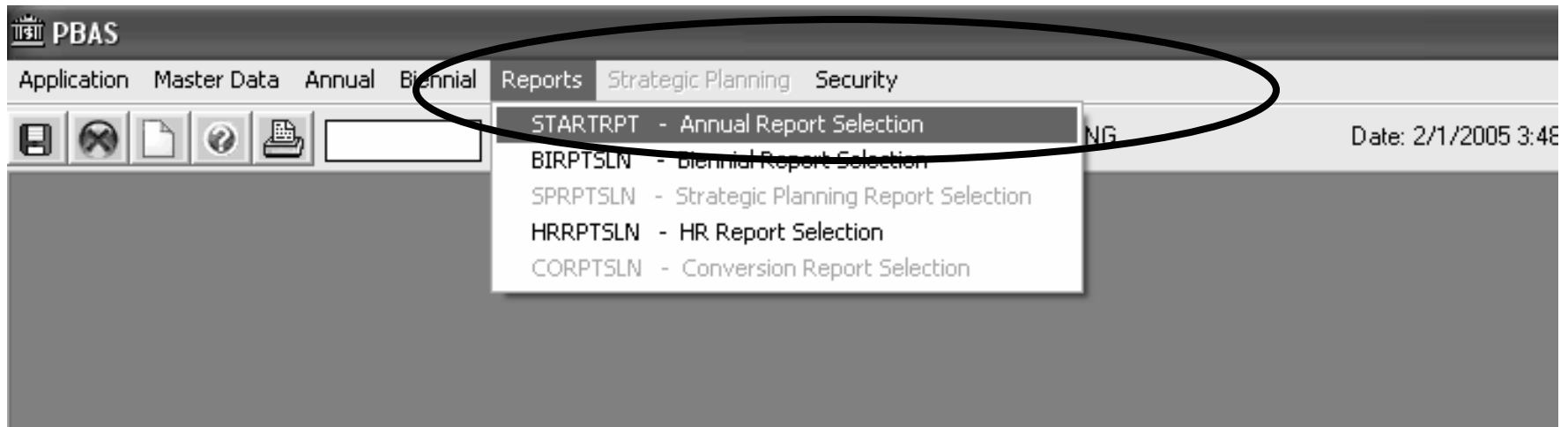
PBAS Annual Operations Plan Non-Position Budgeting

Non Position Budgeting

- This is the process for budgeting expenditures unrelated to salaries and fringe benefits, except for overtime (5010006) and extra salaries (5010008).
- The Annual Operations Plan data will be copied from the PBAS Biennial system on the cost center / cost element level.
- Agencies will enter changes to the Annual Operations Plan in Version 1A.

Reporting

- Two reports must be generated and reviewed prior to beginning the non-position budgeting process.
- Generate the *Annual Funds Center Total by Cost Center / WBS Element* report (FTCCCW) to view the budgeted amounts.
- Generate the *Funds Center Worksheet* (FCWK) report to view the authorized appropriation amounts.
- Use these reports to plan the required changes prior to entering data into the system.



After logging in, the *PBAS* Menu is displayed. From the menu, select *STARTRPT > Annual Report Selection*.

Funds Center Totals for Cost Center / WBS Element

The screenshot shows the PBAS - [Report Selection] window. The window has a menu bar with 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', and 'Security'. Below the menu bar is a toolbar with icons for file operations and a search box. The user is 'csvgollman@TRAINING' and the date is '2/1/2005 3:5'. The main area displays a list of reports with the following fields: Report ID, Business Area, Version, Fiscal Year, Cost Center, WBS Element, Funds Center, Fund, Commitment Item, and Functional Area. The 'Report ID' field is set to '---- SELECT REPORT ----'. The list of reports includes: AGPUBL (State Agency Publications), CISUM (Commitment Item Summary), CSRVRPJ (Career Service Projection), DEFERYR1 (Annual Deferment Extract YR1), EXHLPVAL (Extra Help Validation), FCWK (Funds Center Worksheet), FTCCCW (Funds Center Total by Cost Center / WBS Element), INCOME (Certification of Income), MGRVER (Manager's Verification Sheet), MONITOR (Fiscal Monitoring Procedures), OPMREQVA (OPM Position Requests), POSAUTH (Total Positions Authorized), and POSVAL (Regular Salaries Validation). The 'FTCCCW' report is selected. A red circle highlights the dropdown arrow next to the 'Report ID' field.

Report ID	Business Area	Version	Fiscal Year	Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Functional Area
---- SELECT REPORT ----	----	----	----	----	----	----	----	----	----
AGPUBL	----	----	----	----	----	----	----	----	----
CISUM	----	----	----	----	----	----	----	----	----
CSRVRPJ	----	----	----	----	----	----	----	----	----
DEFERYR1	----	----	----	----	----	----	----	----	----
EXHLPVAL	----	----	----	----	----	----	----	----	----
FCWK	----	----	----	----	----	----	----	----	----
FTCCCW	----	----	----	----	----	----	----	----	----
INCOME	----	----	----	----	----	----	----	----	----
MGRVER	----	----	----	----	----	----	----	----	----
MONITOR	----	----	----	----	----	----	----	----	----
OPMREQVA	----	----	----	----	----	----	----	----	----
POSAUTH	----	----	----	----	----	----	----	----	----
POSVAL	----	----	----	----	----	----	----	----	----

Generate Report

Click on the arrow next to the Report ID box. Click on *FTCCCW – Annual Funds Center Totals for Cost Center / WBS Element*.

PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

Report ID FTCCOW - Funds Center Totals by Cost Center / WBS Element

Business Area 0990

Version 1A

Fiscal Year 2007

Cost Center To

WBS Element To

Funds Center 234 To

Fund To

Commitment Item To

Functional Area To

Generate Report

Business Area, Version, and Fiscal Year are required fields. In addition, Cost Center, Funds Center and Commitment Item may be entered. Click *Generate Report*. If ordered by business area only, all funds centers will be displayed.

WBS Element

Report Viewer [FTCCCW - Funds Center Totals by Cost Center / WBS Element]

MainReport

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SY
Annual Funds Center Total by Cost Center/WBS Element

Fiscal Year
 Business Area Code 0990
 Business Area Title AR CRIME INFORMATION CENTER
 Funds Center Code 234
 Funds Center Title Rural Serv-St Oprs
 Version

Cost Center / WBS Element	Commitment Item	Cost Element	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
206201	5020002	5020001000 Postage	675	0	0	0	0	0	0	0
		5020002000 Telecomm Wired	3,310	0	0	0	0	0	0	0
		5020003000 Telecomm Wirele	249	0	0	0	0	0	0	0
		5040001000 Electricity	100	0	0	0	0	0	0	0
		5040005000 Rent of Facilit	10,084	0	0	0	0	0	0	0
		5050001000 02 Mileage	123	0	0	0	0	0	0	0

The report is displayed for the data requested. All budgeted amounts will be shown in July. (The amounts will be distributed later as part of the budgeting process.)

EXERCISE

Display the *Annual Funds Center Totals for Cost Center WBS Element* report for your training assigned business area. Do not select a cost center, funds center, or commitment item. View the FTCCCW report.

What is the budgeted amount for commitment item 5020002 for Cost Center M in 2007?

Report Viewer [FTCCCW ----- Funds Center Total by Cost Center / WBS Element]

MainReport

03/04/2005 1

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

Annual Funds Center Total by Cost Center/WBS Element

Fiscal Year 2006
 Business Area Code 0975
 Business Area Title STATE MILITARY DEPARTMENT
 Funds Center Code 266
 Funds Center Title Civ Stu Trng Prog
 Version 0A

Cost Center / WBS Element	Commitment Item	Cost Element	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
461611	5020002	5020002000 Telecomm Wired	2,500	0	0	0	0	0	0	0	0	0	0	0
		Sub Total	2,500	0	0	0	0	0	0	0	0	0	0	0
		Total	2,500	0	0	0	0	0	0	0	0	0	0	0
461613	5020002	5030012000 02 - Vehicle Ma	3,200	0	0	0	0	0	0	0	0	0	0	0
		Sub Total	3,200	0	0	0	0	0	0	0	0	0	0	0
		Total	3,200	0	0	0	0	0	0	0	0	0	0	0
		Grand Total	5,700	0	0	0	0	0	0	0	0	0	0	0

Page 1 of 6 Total Pages: 6 Zoom Factor: 100%

Funds Center Worksheet

PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 2/1/2005 3:55

Report ID	Business Area	Version	Fiscal Year	Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Functional Area
FCWK	----	Funds Center Worksheet							
CISUM	----	Commitment Item Summary							
CSRVPRJ	----	Career Service Projection							
DEFERYR1	----	Annual Deferment Extract YR1							
EXHLPVAL	----	Extra Help Validation							
FCWK	----	Funds Center Worksheet							
FTCCOW	----	Funds Center Total by Cost Center / WBS Element							
INCOME	----	Certification of Income							
MGRVER	----	Manager's Verification Sheet							
MONITOR	----	Fiscal Monitoring Procedures							
OPMREQVA	----	OPM Position Requests							
POSAUTH	----	Total Positions Authorized							
POSVL	----	Regular Salaries Validation							
QTRWK	----	Quarterly Worksheet							
SALYPRJ	----	Salary Projection							

Generate Report

Exit the report to return to the annual reporting screen. Click on the arrow next to the Report ID box. Click on FCWK – *Funds Center Worksheet*.

PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

Report ID FCWMK - Funds Center Worksheet

Business Area 0327

Version 1A

Fiscal Year 2007

Cost Center To

WBS Element To

Funds Center To

Fund To

Commitment Item To

Functional Area

Generate Report

Business Area, Version, and Fiscal Year are required fields. In addition, Funds Center may be entered. If ordered by business area only, all funds centers for the business area will be displayed. Click *Generate Report*.

Please wait Report is Generating

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTING

Funds Center Worksheet

Fiscal Year
 Business Area Title AR SCIENCE AND TECHNOLOGY AUTH
 Business Area 0327
 Funds Center Title IMSST-Treasury Pay
 Funds Center Code 1FA
 Fund Title ASTA WR Found Grant,ASTA WR Entrepreneur
 Fund NST0000,NST0100
 Version

Authorization	Commitment Item	Authorized	Blocked	1st Quarter
<input type="text" value="Act 299 OF 05"/>	Regular Salaries 5010000	26,921,090.00	26,798,614.00	122,476.00
	Personal Serv Match 5010003	34,249,125.00	34,198,027.00	51,098.00
	Operating Expenses 5020002	123,498,018.00	123,460,750.00	37,268.00
	Travel-Conferences 5050009	5,309,084.00	5,304,940.00	4,144.00
	Grants/Aid 5100004	9,461,998.00	9,219,988.00	242,010.00
	Total	199,439,315.00	198,982,319.00	456,996.00

The report displays the requested values. Authorized amounts are displayed for funds center and commitment item.

EXERCISE

Display the *Funds Center Worksheet* report for your training assigned business area. View the report.

What is the first commitment item budgeted in the first funds center?

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTING


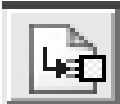
Funds Center Worksheet

Fiscal Year
 Business Area Title AR SCIENCE AND TECHNOLOGY AUTH
 Business Area 0327
 Funds Center Title IMSST-Treasury Pay
 Funds Center Code 1FA
 Fund Title ASTA WR Found Grant,ASTA WR Entrepreneur
 Fund NST0000,NST0100
 Version

Authorization	Commitment Item	Authorized	Blocked	1st Quarter
Act 299 OF 05	Regular Salaries 5010000	26,921,090.00	26,798,614.00	122,476.00
	Personal Serv Match 5010000	34,249,125.00	34,198,027.00	51,098.00
	Operating Expenses 5020002	123,498,018.00	123,460,750.00	37,268.00
	Travel-Conferences 5050009	5,309,084.00	5,304,940.00	4,144.00
	Grants/Aid 5100004	9,461,998.00	9,219,988.00	242,010.00
	Total	199,439,315.00	198,982,319.00	456,996.00

The report displays the requested values.

Reviewing the Reports

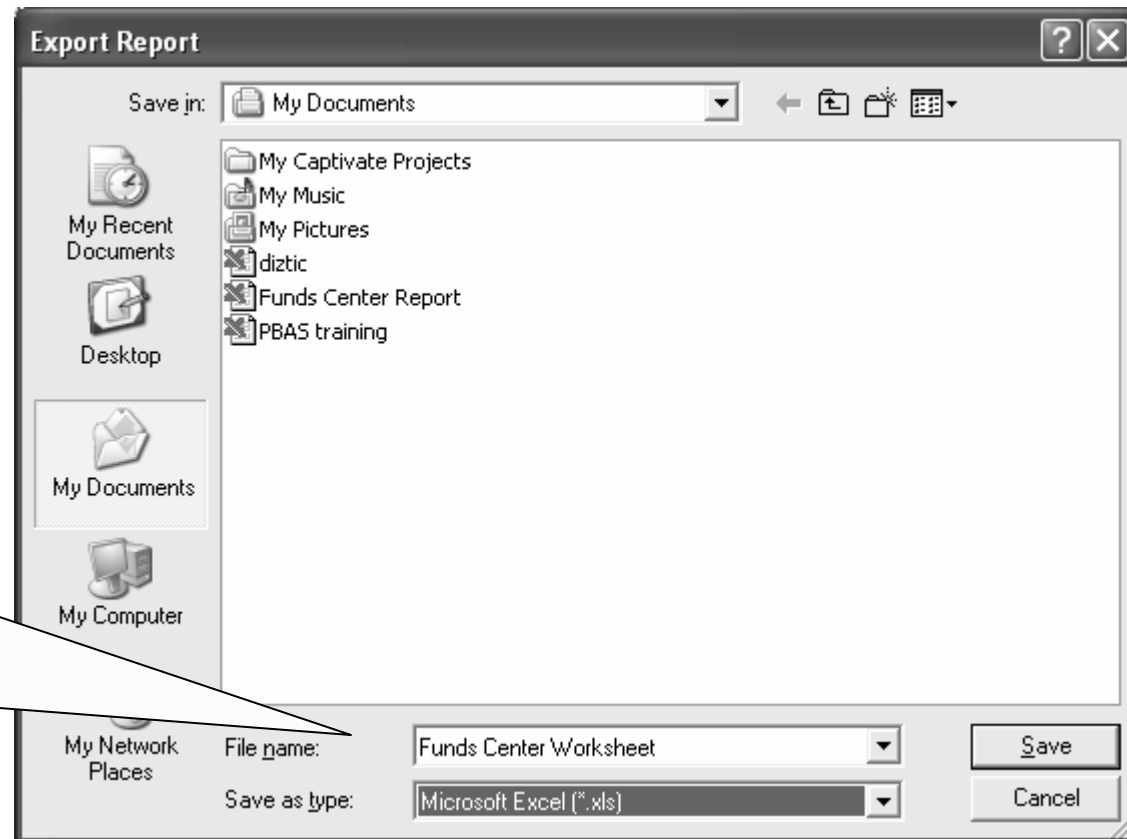
- The reports can be printed out  to “mark up” or downloaded  into Excel.
- Study the budgeted amounts carefully to determine any changes to be made.
- Compare the authorized amounts to the budgeted amounts.

Sending the Reports to Excel

Click the export report icon.



Name the report and choose Microsoft Excel. Click Save.





You'll get a message that the export was completed. Click OK. Open the file in Excel and adjust columns as necessary.

Microsoft Excel - Funds Center Worksheet

File Edit View Insert Format Tools Data Window Help

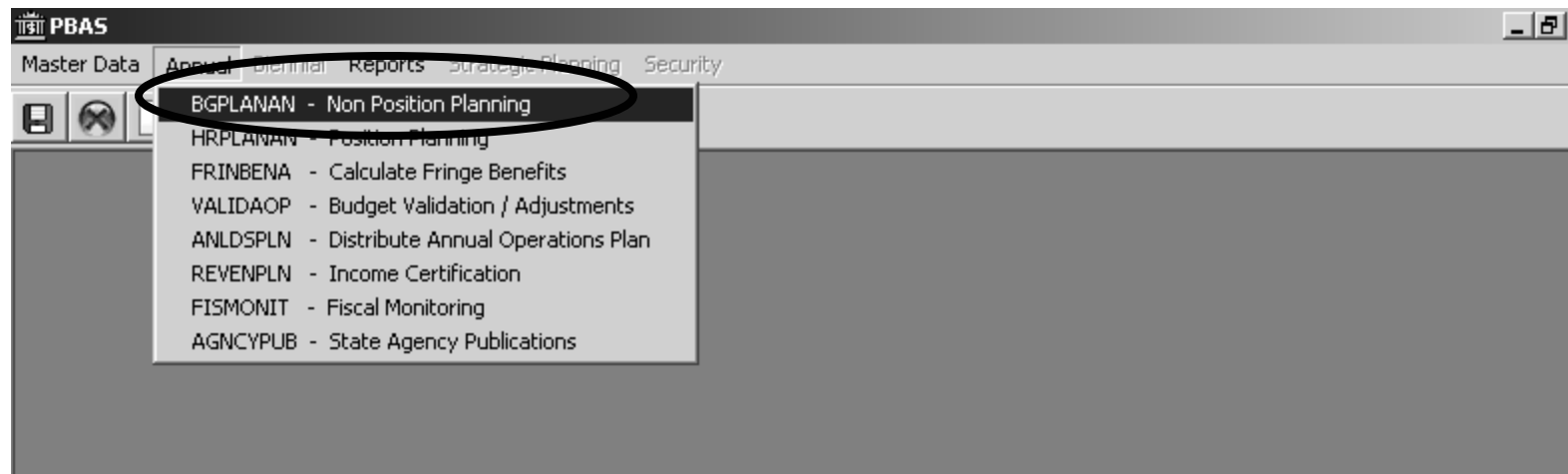
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Reply with Changes... Egd Review...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2		ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM														
3																
4		Funds Center Worksheet														
5																
6	Fiscal Year	2005														
8	Business Area Title	AR CRIME INFORMATION CENTER														
9																
10	Business Area	0990														
12	Funds Center Title	Crime Infor Ctr-Oprs														
13																
15	Funds Center Code	171														
16	Fund Title	ACIC Operations														
17	Fund	MJA0100														
18	Version	1A														
19																
20	Authorization		Commitment Item		Authorized		Blocked		1st Quarter Allotment		2nd Quarter Allotment					
21																
23	Act 637 OF 03		Regular Salaries	5010000	1,740,433.00		44,160.00		424,046.00		424,046.00					
25			Personal Services Matching	5010003	470,311.00		8,096.00		121,151.00		121,151.00					
27			Operating Expenses	5020002	400,000.00		0.00		99,998.00		99,998.00					

Working With The Annual Plan

Exit the report and click on *Annual* to display the menu for the Annual Operating plan. Select *Non-Position Planning* (BGPLANAN) to begin working on the non-position planning.



The detail is where you will display and update data.

Screen Display

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A , FY 2007, and Cost Center H. Press the *enter* key. Scroll over and down to view the information on the lower part of the screen.

Columns displayed include Cost Center, WBS Element, Funds Center, Fund, Commitment Item, Cost Element, Cost Element Description, Authorized Amount, Increase/Decrease Amount, and AOP (Annual Operations Plan) Amount.

What is the Annual Operations Plan for Office Supplies for assigned Cost Center H?

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/4/2005 9:52:59 AM

Non Position Planning

Business Area 0975
Version 1A
Fiscal Year 2006
Cost Center 461608 to
WBS Element to
Cost Element to
Commitment Item to
Funds Center to
Fund to

Add Cost Element Move Plan Delete Plan Change Description

	Fund	Commitment Item	Cost Element	Cost Element Description	Authorized Amount
▶	HMD0100	5020002	5090006000	Office Supplies	\$1,600

Total Authorized Amount \$1,600
Total Increase / Decrease \$0
Total AOP Amount \$1,600

Data Selection

Data fields on the selection screen allow single selections, selection of a range, or multiple selection of numbers not in range order.

Cost Center	353201	to		
-------------	--------	----	--	---

Displays information for one cost center

Cost Center	353201	to	353205	
-------------	--------	----	--------	---

Displays information for the range of five cost centers



RNGSELECT - Range Selector	
Cost Center	
378011	
378017	

Displays information for two cost centers not in numeric order.

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A and FY 2007. Display data for assigned Cost Center B.

What commitment items are budgeted for Cost Center B?

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/4/2005 9:55:16 AM

Non Position Planning

Business Area 0975
 Version 1A
 Fiscal Year 2006
 Cost Center 461602 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element **Move Plan** **Delete Plan** **Change Description**

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Des
461602		393	NMD0001	5020002	5020002000	Telecommunicatio
461602		393	NMD0001	5020002	5040001000	Electricity
461602		393	NMD0001	5020002	5050001000	02 - Mileage
461602		393	NMD0001	5100004	5100001000	04 - Assistance C

Total Authorized Amount \$121,005
 Total Increase / Decrease \$8,500
 Total AOP Amount \$129,505

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A and FY 2007. Display data for assigned Cost Centers M through R and select commitment item 5020002.

What is the Total Authorized Amount for the range of cost centers?

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/4/2005 9:57:56 AM

Non Position Planning

Business Area **0975**

Version **1A**

Fiscal Year **2006**

Cost Center **461613** to **461618**

WBS Element

Cost Element to

Commitment Item to

Funds Center

Fund

Add Cost Element **Move Plan** **Delete Plan** **Change Description**


Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element I
▶ 461613		266	HMD0200	5020002	5030012000	02 - Vehicle M
461614		268	HMD0100	5020002	5030003000	Advertising &
461615		393	NMD0001	5020002	5030005100	Pest Control C
461616		268	HMD0100	5020002	5020001000	Postage
461616		268	HMD0100	5020002	5040003000	Water & Sewer

Total Authorized Amount **\$62,426**
 Total Increase / Decrease **\$3,000**
 Total AOP Amount **\$65,426**

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A and FY 2007. Display data for assigned Cost Centers A, F, G, and R. Select commitment item 5020002.

What is the Total Authorized Amount for the selection of cost centers?

HINT: Use the multiple data selector.  After entering the cost centers, you must click the mouse somewhere in the screen header before pressing enter. Pressing enter without doing this will bring up the selection box again.

Change Description		
Commitment Item	Cost Element	Cost Element I ▲
5020002	5020002000	Telecommunic
5020002	5020003000	Telecommunic
5020002	5040001000	Electricity
5020002	5050001000	02 - Mileage
5020002	5050003000	02 - Meals & L ▼
Total Authorized Amount		\$38,698
Total Increase / Decrease		\$18,316
Total AOP Amount		\$57,014

Changing the Annual Operations Plan

Non Position Planning

Business Area 0510

Changes are made in the *Annual Operations* plan by cost center / cost element line item. Locate the item to be changed and enter the new amount. Save the change.

Commitment Item	5020002	to	
Funds Center	056	to	
Fund	EVA0100	to	

Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
020001000	Postage	\$12,000	\$0	\$12,000
020005000	Freight	\$30	\$0	300
030003000	Advertising & Clipping Service	\$3,500	\$0	\$3,500
030008000	Office Equipment Maintenance	\$1,500	\$0	\$1,500
030010000	Public Safety Equipment Mainte		\$0	\$300
Total Authorized Amount				\$1,451,305
Total Increase / Decrease				\$0
Total AOP Amount				\$1,451,305

AOP Amount

Freight (cost element 5020005000 for cost center 353201) is being changed from \$30 to \$300.

PBAS - [BGPLANAN - Non Position Planning]

Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0513 🔍

Version 1A

Fiscal Year 2007

Cost Center _____ to _____ ➡

WBS Element _____ to _____ ➡

Cost Element _____ 🔍 to _____ 🔍 ➡

Commitment Item 5020002 🔍 to _____ 🔍 ➡

Funds Center 056 to _____ ➡

Fund EVA0100 to _____ ➡

Add Cost Element Move Plan Delete Plan Change Description

Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
020001000	Postage	\$12,000	\$0	\$12,000
▶ 020005000	Freight	\$30	\$0	\$300
030003000	Advertising & Clipping Service	\$3,500	\$0	\$3,500
030008000	Office Equipment Maintenance	\$1,500	\$0	\$1,500
030010000	Public Safety Equipment Mainte		\$0	\$300

The item is changed in the *AOP*, but nothing appears in the Increase/Decrease column until the plan is saved.

Total Authorized Amount	\$1,451,305
Total Increase / Decrease	\$0
Total AOP Amount	\$1,451,305

PBAS - [BGPLANAN - Non Position Planning]

Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area: 0513
 Version: 1A
 Fiscal Year: 2007
 Cost Center: 353201
 WBS Element:
 Cost Element:
 Commitment Item:
 Funds Center:
 Fund:

to
to
to
to


PBAS
 ? Do you want to save the changes?
 Yes No

Add Cost Element Move

Cost Element	Cost Element Description	Amount	Increase/Decrease Amount	AOP Amount
010003000	06 - Overtime Salaries		\$0	\$25,000
020001000	Postage		\$0	\$12,000
020005000	Freight		\$0	\$300
030003000	Advertising & Clipping Service		\$0	\$0
030008000	Office Equipment Maintenance		\$0	\$0

Total Increase / Decrease: \$0
 Total AOP Amount: \$94,570

AOP Amount

Clicking save  returns this message. Click Yes.

PBAS - [BGPLANAN - Non Position Planning]

Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0513 🔍
 Version 1A
 Fiscal Year 2007
 Cost Center 353201 to
 WBS Element to
 Cost Element 🔍 to 🔍
 Commitment Item 🔍 to 🔍
 Funds Center to
 Fund to

After saving, the Increase/Decrease Amount column shows an increase of \$270.

Change Description			
		Increase/Decrease Amount	AOP Amount
		\$0	\$25,000
		\$0	\$12,000
020005000	Freight	\$30	\$300
030003000	Advertising & Clipping Service	\$3,500	\$3,500
030008000	Office Equipment Maintenance	\$1,500	\$1,500
Total Authorized Amount			\$94,300
Total Increase / Decrease			\$270
Total AOP Amount			\$94,570

Record(s) changed successfully

EXERCISE

Clear the screen. Enter your training assigned Business Area, Version 1A, FY 2007, and assigned cost center D. Press enter. Change the cost element for recreation supplies and material to \$8500. Save your change.

What amount is in the Increase/Decrease column?

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 3/4/2005 10:03:48 AM

Non Position Planning

Business Area 0023
 Version 1a
 Fiscal Year 2006
 Cost Center 114004 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

	Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
▶	5020002000	Telecommunications Wired	\$0	\$981	\$981
	5090009000	Recreation Supplies & Material	\$10,000	(\$1,500)	\$8,500

Total Authorized Amount \$10,000
 Total Increase / Decrease (\$519)
 Total AOP Amount \$9,481

Adding a Cost Element

Non Position Planning

Business Area 0513
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element
 Cost Element
 Commitment Item 502000
 Funds Center 056
 Fund EVA

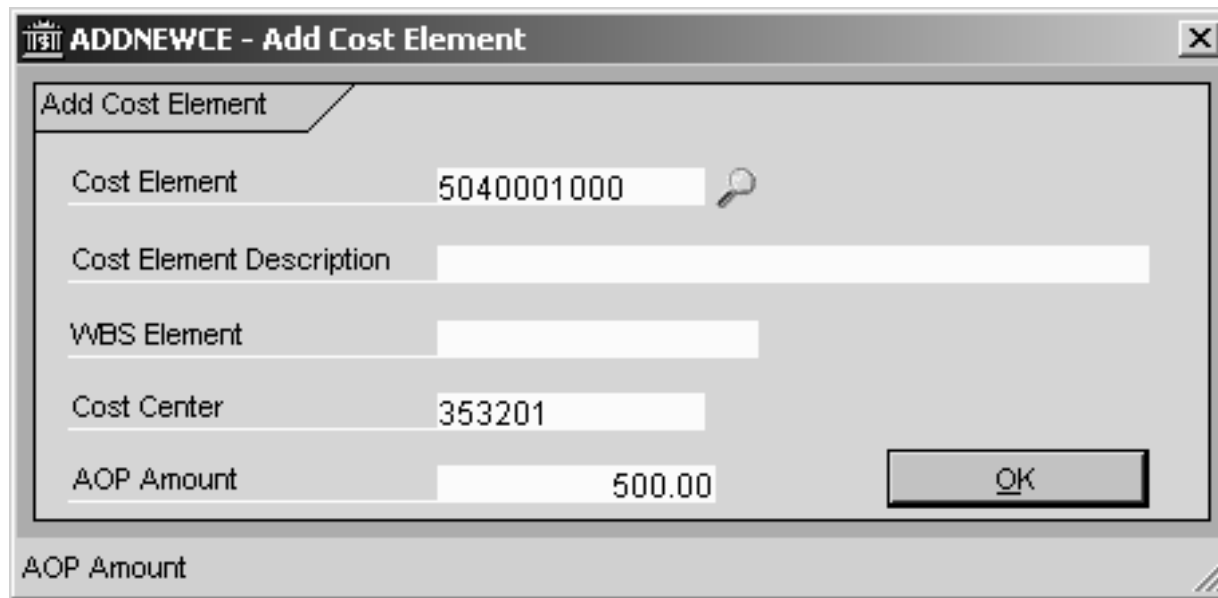
To add a cost element, click the *Add Cost Element* button.

Add Cost Element Move Plan Delete Plan Change Description

Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
020001000	Postage	\$12,000	\$0	\$12,000
020005000	Freight	\$30	\$0	300
030003000	Advertising & Clipping Service	\$3,500	\$0	\$3,500
030008000	Office Equipment Maintenance	\$1,500	\$0	\$1,500
030010000	Public Safety Equipment Mainte	\$300	\$0	\$300

Total Authorized Amount \$1,451,305
 Total Increase / Decrease \$0
 Total AOP Amount \$1,451,305

AOP Amount

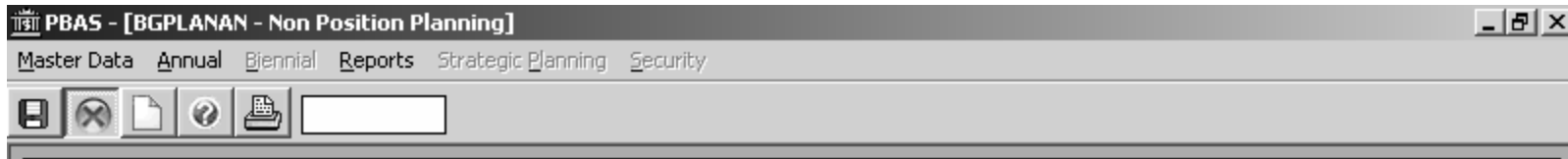


The screenshot shows a dialog box titled "ADDNEWCE - Add Cost Element". It contains several input fields and an "OK" button. The fields are labeled as follows:

- Cost Element: 5040001000 (with a search icon to the right)
- Cost Element Description: (empty)
- WBS Element: (empty)
- Cost Center: 353201
- AOP Amount: 500.00

An "OK" button is located at the bottom right of the dialog box. The status bar at the bottom left of the dialog box displays "AOP Amount".

Enter the cost element to be added or click on the search icon to find it. Enter the cost center or WBS element in which the cost element is being budgeted. Enter in the amount to be budgeted. Click OK.



The cost element appears in the bottom of the display in the cost center selected. Scroll over to view the amount budgeted.

Cost Element		to	
Commitment Item	5020002	to	
Funds Center	056	to	
Fund		to	

Add Cost Element	Move Plan	Delete Plan	Change Description
------------------	-----------	-------------	--------------------

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element I
353201		056	EVA0100	5020002	5080020000	Enforcement Ir
353201		056	EVA0100	5020002	5090006000	Office Supplie:
353201		056	EVA0100	5020002	5090007000	Educational Su
353201		056	EVA0100	5020002	5090018000	Subscriptions
353201					5040001000	

Total Authorized Amount	\$35,300
Total Increase / Decrease	\$0
Total AOP Amount	\$35,800

Cost Center

PBAS - [BGPLANAN - Non Position Planning]

Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0510

The *AOP* Amount is displayed. Save the change by clicking on the save icon.



VBBS Element		to		
Cost Element		to		
Commitment Item	5020002	to		
Funds Center	056	to		
Fund		to		

Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
080020000	Enforcement Investigation Expe	\$1,000	\$0	\$1,000
090006000	Office Supplies	\$2,000	\$0	\$2,000
090007000	Educational Supplies & Material	\$2,000	\$0	\$2,000
090018000	Subscriptions & Publications	\$1,200	\$0	\$1,200
040001000		\$0	\$0	\$500
Total Authorized Amount				\$35,300
Total Increase / Decrease				\$0
Total AOP Amount				\$35,800

Cost Center

PBAS - [BGPLANAN - Non Position Planning]

Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area: 0513
 Version: 1A
 Fiscal Year: 2007
 Cost Center: 353201
 WBS Element:
 Cost Element:
 Commitment Item: 5020002
 Funds Center: 056
 Fund:

to
to
to
to

PABS
 ? Do you want to save the changes?
 Yes No

Click yes to save.

Cost Element	Cost Element Description	Current Amount	Increase/Decrease Amount	AOP Amount
080020000	Enforcement Investigation Expe	\$1,000	\$0	\$1,000
090006000	Office Supplies	\$0	\$0	\$2,000
090007000	Educational Supplies & Material		\$0	\$2,000
090018000	Subscriptions & Publications		\$0	\$1,200
040001000			\$0	\$500

Total Authorized Amount: \$35,300
 Total Increase / Decrease: \$0
 Total AOP Amount: \$35,800

Cost Center

PBAS - [BGPLANAN - Non Position Planning]

Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0510

After saving, the display is re-sorted and the *Increase/Decrease Amount* column shows the amount of the increase. The commitment item will be derived as well as the cost center assignment.

Fund 050 to

Add Cost Element Move Plan Delete Plan Change Description

Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
030008000	Office Equipment Maintenance	\$1,500	\$0	\$1,500
030010000	Public Safety Equipment Mainte	\$300	\$0	\$300
040001000	Electricity	\$0	\$500	\$500
050001000	02 - Mileage	\$500	\$0	\$500
050003000	02 - Meals & Lodging	\$2,000	\$0	\$2,000
Total Authorized Amount				\$35,300
Total Increase / Decrease				\$500
Total AOP Amount				\$35,800

Record(s) changed successfully

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A, FY 2007, and cost center D. Add the cost element for electricity (5040001000) in assigned cost center and budget \$600 for

The added item should appear at the end of the display.

Save your budget.

Now where does the added item appear? What is the amount in the *Increase/Decrease amount* column? What is the commitment item for this cost element?

ADDNEWCE - Add Cost Element

Add Cost Element

Cost Element 5040001000

Cost Element Description

WBS Element

Cost Center 278205

AOP Amount 600

OK

AOP Amount

Add Cost Element		Move Plan	Delete Plan	Change Description		
Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount		
090026000	Data Processing Supplies	\$100	\$0	\$100		
090027000	Software/Licenses	\$100	\$0	\$100		
040001000	Electricity	\$0	\$600	\$600		
020001000	Postage	\$675	\$0	\$675		
020002000	Telecommunications Wired	\$3,310	\$0	\$3,310		
				Total Authorized Amount	\$296,144	
				Total Increase / Decrease	(\$5,845)	
				Total AOP Amount	\$290,299	

Record(s) changed successfully

Move Plan

Non Position Planning

Business Area 0513

Version 1A

Fiscal Year 2007

Cost Center 353201

WBS Element

Cost Element

Commitment Item

Funds Center

Fund

The *Move Plan* button moves all of the displayed lines to a different cost center or WBS element.

Add Cost Element Move Plan Delete Plan Change Description

Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
030003000	Advertising & Clipping Service	\$3,500	(\$270)	\$3,230
030008000	Office Equipment Maintenance	\$1,500	\$0	\$1,500
030010000	Public Safety Equipment Mainte	\$300	\$0	\$300
040001000	Electricity	\$0	\$500	0
050001000	02 - Mileage	\$500	\$0	\$500

Total Authorized Amount \$94,300

Total Increase / Decrease \$500

Total AOP Amount \$94,800

AOP Amount

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0995

Version 1A

Fiscal Year 2007

Cost Center 383201 to

WBS Element to

Cost Element to

Commitment Item

Funds Center

Fund

Add Cost Element

MOVEPLAN - Move Plan

Move Plan

To Cost Center 383225

To WBS Element

OK

Cost Center	WBS Element	Cost Element	Cost Element Description
383201		5020001000	Postage
383201	272	5020002000	Telecommunications
383201	272	5020003000	Telecommunications
383201	272	5040005000	Rent of Facilities
383201	272	5050001000	02 - Mileage

Total Authorized Amount \$141,461

Be careful to display only the data that is to be moved. All of the items displayed will go to the new cost center or WBS element. Click *Move Plan* and enter the new cost center or WBS element. Click *OK*.

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center 383201 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element I
383225		272	HSC6101	5020002	5020001000	Postage
383225		272	HSC6101	5020002	5020002000	Telecommunica
383225		272	HSC6101	5020002	5020003000	Telecommunica
383225		272	HSC6101	5020002	5040005000	Rent of Facilitie
383225		272	HSC6101	5020002	5050001000	02 - Mileage

After clicking OK, the new cost center is displayed.

Total AOP Amount \$142,061

Cost Center

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Click save.

Non Position Planning

Business Area 0995
Version 1A
Fiscal Year 2007
Cost Center 383201 to
WBS Element to
Cost Element to
Commitment Item
Funds Center
Fund

PBAS

Do you want to save the changes?

Yes No

Click yes.

Add Cost Element

Cost Center	WBS	Cost Element	Cost Element I
383225	272	HSC6101	5020002
383225	272	HSC6101	5020002
383225	272	HSC6101	5020002
383225	272	HSC6101	5020002
383225	272	HSC6101	5020002

Total Authorized Amount \$141,461

Total Increase / Decrease \$600

Total AOP Amount \$142,061

Cost Center

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center 383201 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element I
383201		272	HSC6101	5020002	5020001000	Postage
383201		272	HSC6101	5020002	5020002000	Telecommunic:
383201		272	HSC6101	5020002	5020003000	Telecommunic:
383201		272	HSC6101	5020002	5040005000	Rent of Facilitie
383201		272	HSC6101	5020002	5050001000	02 - Mileage

After saving, the old cost center displays, indicating zero amounts for the items moved. Scroll over to view.

Record(s) changed successfully

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 383201 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
020001000	Postage	\$675	(\$675)	\$0
020002000	Telecommunications Wired	\$3,310	(\$3,310)	\$0
020003000	Telecommunications Wireless	\$249	(\$249)	\$0
040005000	Rent of Facilities	\$10,084	(\$10,084)	\$0
050001000	02 - Mileage	\$123	(\$123)	\$0

The *AOP* Amount is now zero, with the increase/ decrease amount displayed.

WBS Element

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 383225 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
020001000	Postage	\$675	\$675	\$1,350
020002000	Telecommunications Wired	\$3,310	\$3,310	\$6,620
020003000	Telecommunications Wireless	\$249	\$249	\$498
040001000	Electricity	\$0	\$600	\$600
040005000	Rent of Facilities	\$10,084	\$10,084	\$20,168

Inquiry on the new cost center shows that the amounts have been added.

Done

Deletions

Non Position Planning

Business Area

0513

To delete a cost element in a cost center, zero out the *AOP Amount* and save.

VVBS Element		to		
Cost Element		to		
Commitment Item		to		
Funds Center		to		
Fund		to		

Add Cost Element	Move Plan	Delete Plan	Change Description
------------------	-----------	-------------	--------------------

Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
030003000	Advertising & Clipping Service	\$3,500	(\$270)	\$3,230
030008000	Office Equipment Maintenance	\$1,500	\$0	\$1,500
030010000	Public Safety Equipment Mainte	\$300	\$0	\$300
040001000	Electricity	\$0	\$500	0
050001000	02 - Mileage	\$500	\$0	\$500

Total Authorized Amount	\$94,300
Total Increase / Decrease	\$500
Total AOP Amount	\$94,800

AOP Amount

PBAS - [BGPLANAN - Non Position Planning]

Master Data Annual Biennial **Reports** Strategic Planning Security

Non Position Planning

Business Area 0513 🔍

Version 1A

Fiscal Year 2007

Cost Center 353207 to ➡

WBS Element to ➡

Cost Element 🔍 to 🔍 ➡

Commitment Item 🔍 to 🔍 ➡

Funds Center to ➡

Fund to ➡

	Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
▶	5090007000	Educational Supplies & Material	\$0	\$300	\$300
	5050014000	09 - Other Travel Expenses	\$0	\$500	\$500

The *Delete Plan* button will not be available to the agency user in the production system. To delete an entire plan, contact the DFA budget analyst.

Total Increase / Decrease		\$000
Total AOP Amount		\$800

Done

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A, FY 2007, and cost center G. Press enter. Zero out the plan for office supplies expense for this cost center and save the change.

What is the amount in the increase/decrease column for office supplies?

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 206201 to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

Cost Element	Cost Element Description	Authorized Amount	Increase/Decrease Amount	AOP Amount
050018000	09 - Conferences & Seminar Fe	\$25	\$0	\$25
070003000	Building & Contents Insurance	\$46	\$0	\$46
090006000	Office Supplies	\$1,948	(\$1,948)	\$0
090007000	Educational Supplies & Material	\$100	\$0	\$100
090026000	Data Processing Supplies	\$100	\$0	\$100
Total Authorized Amount				\$20,956
Total Increase / Decrease				(\$1,429)
Total AOP Amount				\$19,527

Record(s) changed successfully

Miscellaneous Commitment Items

Miscellaneous Commitment Items are special line items in an agency's appropriation act. Within AASIS, these are represented as sub-funds centers. This allows an agency to use the budget and to maintain budget control.

Agencies with miscellaneous commitment items use the miscellaneous commitment item in the original funds center. The miscellaneous commitment item will be budgeted with a cost element that is the same number as the miscellaneous commitment item. Agencies may need to change the description of the miscellaneous commitment item to match the description in their appropriation act.

The miscellaneous commitment items are not retracted back to the controlling module AASIS with a plan. You will be able to add the plan for the sub-funds center using AASIS transaction KP06 after the other plans have been retracted back into AASIS.

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element Description
	831	FAC0300	5120011	5120004000	Equipment Expense
	171	MJA0100	5120011	5130015000	Capital Outlay - Equipment (Rep
	927	FAC0200	5120011	5130015000	Capital Outlay - Equipment (Rep
	171	MJA0100	5900046	5900046	AFGM Miscellaneous Character
	941	FAC0400	5900046	5900046	AFGM Miscellaneous Character

This is an example of a miscellaneous commitment item. The commitment item and cost element are the same. The annual operations plan can be adjusted like a regular cost element.

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Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

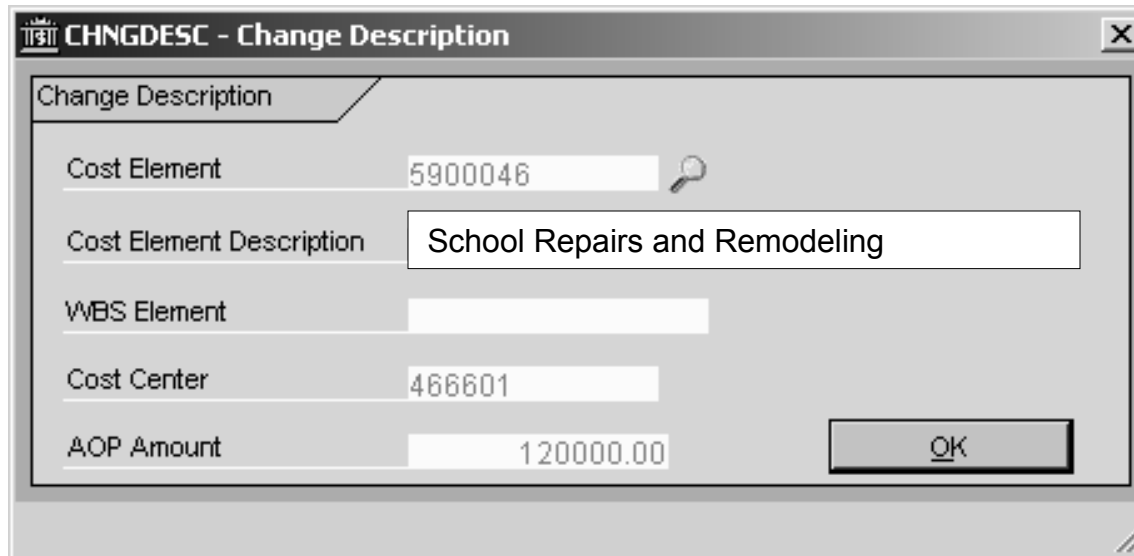
Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Cost Element to
 Commitment Item to
 Funds Center to
 Fund to

Add Cost Element Move Plan Delete Plan Change Description

Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Cost Element	Cost Element I
466635		831	FAC0300	5120011	5120004000	Equipment Exp
466601		171	MJA0100	5120011	5130015000	Capital Outlay
466620		927	FAC0200	5120011	5130015000	Capital Outlay
466601		171	MJA0100	5900046	5900046	AFGM Miscella
466621		941	FAC0400	5900046	5900046	AFGM Miscella

Total Authorized Amount \$3,803,641

To change the description of a miscellaneous commitment item, first click the gray box beside it. The selected line item will be displayed in blue. Click the *Change Description* button.



CHNGDESC - Change Description

Change Description

Cost Element 5900046

Cost Element Description School Repairs and Remodeling

WBS Element

Cost Center 466601

AOP Amount 120000.00

OK

Type the information from your agency's appropriation act in the *Cost Element Description* and click OK. Save the change.